



Completing Your Security Agreement for the Student Transcript and Academic Record Repository (STARR) Application

You may complete this form on your computer by tabbing through the designated fields and typing the required information. If you do not have access to a computer, please print clearly in the spaces provided.

The first step is to indicate the entity for which you are selecting access.

Step 1: Enter the entity information for which you are requesting access.

1 College/University School Name: Michigan State University 2 School Code: 02550

1. **College/University School Name.** Enter the name of the college or university for which you are requesting access.
2. **School Code.** Enter the five-digit code that corresponds to the college or university for which you are requesting access. You can look up your school code in the Educational Entity Master application at <http://www.michigan.gov/eem>. Note: This is a five-digit code with a leading zero. Do not enter an agreement number that is used for early childhood reporting.

Next, provide the name and contact information of the individual who is requesting access.

Step 2: Enter the name of the individual who will be authorized to submit STARR data for the college or university indicated above.

1 Requester Name: John Smith 2 E-mail: jsmith@school.edu
3 Title: Director of Institutional Research 4 Phone: (517) 888-4444

1. **Requester Name.** Enter the full name of the individual who is requesting access.
2. **E-mail.** Enter the e-mail address of the individual who is requesting access. The requester will be notified at this e-mail address when the security agreement has been processed.
3. **Title.** Enter the title of the individual requesting access.
4. **Phone.** Enter the phone number where the individual requesting access can be reached.

The only role available to college and university users in the STARR Application is the Uploader role. This role includes the rights to upload files and view upload status reports.

Next, the individual requesting access must sign the form to confirm his/her responsibility to protect his/her identification and password from improper use (e.g., sharing log-in access with colleagues). Each user of the application should have his/her own account and authorization.

Step 3: For the authorized individual: *Please sign below.*

I agree to abide by the regulations that govern the use of individual student data within the Family Educational Rights and Privacy Act (FERPA - 34 CFR Part 99) [\[link\]](#), the Privacy Act of 1974 [\[link\]](#) and the Richard B. Russell National School Lunch Act....

John Smith

Signature of Individual to be Authorized

3/1/2011

Date

The name on the signature line in step 4 must match the name provided on the requester name line in step 2. Otherwise, you will be required to submit a corrected agreement.

Next, the registrar of the entity is required to sign the form, acknowledging that the individual indicated will be responsible for the entity's data submission. If the name and title are not provided or are illegible, the form cannot be processed and you will be required to make the necessary revisions.

Step 4: For the registrar of the entity: *Please sign below.*

I attest that the above-named individual is authorized by me to perform the function identified above and to upload data files/view file status reports in the Student Transcript and Academic Record Repository (STARR) Application

Michigan State University

Name of Entity

3/1/2011

Date

Jane Doe

Signature of Registrar of the Entity

Jane Doe, Registrar

Name and Title (Printed)

The registrar of the entity is the individual listed as the Registrar in the directory of the Michigan Association of Collegiate Registrars and Admissions Officers (MACRAO). If the names do not match, you will be asked to either update the MACRAO directory record for your entity or submit a revised request.

Step 5: Once the form is completed with the necessary signatures, **please fax the form to CEPI customer support at 517-335-0488**. CEPI staff will verify the registrar's signature with that of the registrar listed in the MACRAO directory. Once verified, CEPI will forward the form to Docufide. Docufide will use the form to grant permission to the STARR Application. Docufide will notify the requester by e-mail of the granted access. This process may take a few days.

If you have questions on this security agreement form, please send an e-mail message to CEPI customer support at CEPI@michigan.gov or call (517) 335-0505 and follow the prompts. Please provide your name, telephone number (including area code and extension) and school name along with your message.

If you have questions regarding your secure access to the STARR Application, please send an e-mail message (preferred) to Docufide at Mletranscript@docufide.com or call (480) 719-1646 extension 110. Please provide your name, telephone number (including area code and extension) school name and state along with your detailed message.



Security Agreement for Access to the Student Transcript and Academic Record Repository (STARR) Application

Please type or print clearly; otherwise, the processing of your form may be delayed. Please do not include the instruction pages.

Step 1: Enter the entity information for which you are requesting access.

College/University School Name: _____ School Code: _____

Step 2: Enter the name of the individual who will be authorized to submit STARR data for the college/university indicated above. The only role available to college and university users in the STARR Application is the Uploader role. This role includes the rights to upload files and view upload status reports.

Requester Name: _____ E-mail: _____

Title: _____ Phone: _____

Step 3: For the authorized individual: *Please read and sign below.*

I agree to abide by the regulations that govern the use of individual student data within the Family Educational Rights and Privacy Act (FERPA - 34 CFR Part 99) [\[link\]](#), the Privacy Act of 1974 [\[link\]](#). I also agree to protect my user identification and password from unauthorized use. I understand all access under my user ID is my responsibility.

Signature of Individual to be Authorized

Date

Step 4: For the registrar of the entity. *Please read and sign below.*

I attest that the above-named individual is authorized by me to perform the function identified above and to submit data/view file upload status reports in the Student Transcript and Academic Record Repository (STARR) Application. I understand that these data and reports may include information governed by the Family Educational Rights and Privacy Act, the Privacy Act of 1974.

College/University School Name

Date

Signature of Registrar of the Entity

Name and Title (Printed)

Step 5: Please fax this form to CEPI at: (517) 335-0488

E-mail questions to CEPI at: CEPI@michigan.gov

E-mail questions to Docufide at: Mletranscript@docufide.com